

**OFFICE CLERK II
JOB ANNOUNCEMENT
CITY OF CEDARTOWN**

POSITION: OFFICE CLERK II

SALARY RANGE: \$13.21 - \$15.22 PER HOUR

WORK TIME: 40 HOURS PER WEEK

**TYPE WORK: UNDER THE GENERAL SUPERVISION OF THE CITY CLERK.
PERFORMS CLERICAL AND ACCOUNTING WORK.**

**QUALIFICATIONS: HIGH SCHOOL EDUCATION OR ITS RECOGNIZED EQUIVALENT.
EXPERIENCE IN ACCOUNTING AND CLERICAL WORK.**

**ALL APPLICANTS MUST PROVIDE COPIES OF ANY AND ALL DOCUMENTS OF ANY
CERTIFICATION, SPECIAL EDUCATION, SPECIAL TRAINING, HIGH SCHOOL DIPLOMA
OR GED AND A COPY OF THEIR VALID GEORGIA DRIVERS LICENSE AND 7 YEAR MVR.**

ADDITIONAL CONSIDERATION WILL BE GIVEN FOR INDIVIDUAL FLUENT IN SPANISH.

**A COMPLETE JOB DESCRIPTION MAY BE OBTAINED BY CONTACTING HUMAN RESOURCES AT
CITY HALL.**

THE APPLICATION DEADLINE WILL BE FRIDAY, DECEMBER 18, 2015.

AN EQUAL OPPORTUNITY EMPLOYER